

DIV 001

General Rules

635-001-0321

Requests to Inspect or Obtain Copies of Public Records

~~[A request to inspect or get copies of a public record or information from public records may be made orally or in writing and must identify as specifically as possible the type of record, subject matter, approximate date, names of persons involved, and the number of copies requested. If the request is made in writing, the person must include the name, address and phone number of the person requesting the public records.]~~

A request to inspect or copy a public record must be made in writing and must identify as specifically as possible the type of record(s), subject matter, approximate date(s), names of persons involved, the number of copies requested; and the name, address and phone number of the person requesting the public records. Requests must be sent to Office of the Director, 3406 Cherry Avenue NE, Salem, OR 97303, faxed to 503-947-6042 or e-mailed to odfw.commission@state.or.us. Requests for certain commercial fishing records (Vessel Records, Crab Permit Records and Individual Records) must use the appropriate forms found online at www.dfw.state.or.us/fish/commercial.

Stat. Auth.: ORS 192.440

Stats. Implemented: ORS 192.440

Hist.: DFW 34-2000, f. & cert. ef. 6-23-00

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Fees for Inspection and Copies of Public Records

[(1) The Department will establish a fee schedule for records search and for copies of public records or information from public records. The amount of the fees will be set from time to time on the basis of the Department's reasonable estimates of the cost for:

(a) Staff time necessary to locate and handle the record;

(b) Producing the copies of the information;

(c) Other supplies or procedures necessary to furnish the copies of information.

(2) The cost of mailing or shipping the copies of public records will be added to the amount of the fee from the fee schedule to arrive at the total fee.

(a) No fees will be charged to other state agencies for providing copies of Commission transcripts, tapes, orders, or any document or record of the Department, not exempt from disclosure under ORS 192.501 to 192.505.

(b) The Department may waive or reduce its public records fees if the Department determines that making the record available primarily benefits the general public.

(1) As authorized by law, the Department charges a fee reasonably calculated to reimburse the Department for its actual cost in making public records available. The fees for the most common cost elements are specified below. Fees for information requested in formats other than those listed below will be determined on a case-by-case basis. All fees must be paid in advance.

(a) No charge for the first 30 minutes of staff time to provide the information requested. After that point, \$28.00 per hour for staff time (billed in increments of \$7.00 per every 15 minutes or fraction thereof – a prorated fee is not available for less than a quarter-hour.)

(b) Actual attorney fees charged to the Department for the time spent by an attorney in reviewing the public records, redacting material from the public records or segregating the public records into exempt and nonexempt records

(c) No charge for printing or photocopying the first 10 pages. \$0.25 per single-sided printed or photocopied page after the first 10 single-sided pages. \$0.50 per two-sided printed or photocopied page after the first five two-sided pages. \$0.30 for each page faxed to a requester (not including the cover page) limited to a 20 page maximum.

(e) \$5.00 per other electronic data provided on a CD.

(f) When the request is for a list of names and addresses of license, permit or tag holders, the charge is \$25.00 per list (in addition to any relevant charge above), or the \$5.00 CD fee if provided on a CD, or the cost of other media (e.g., magnetic tapes, labels, etc.); plus \$0.01 per name for every name in addition to the first 2,000 provided

(g) Actual material costs for providing records on audio tapes, video tapes, microfilm, magnetic tape, or other media not otherwise addressed above.

(i) Actual costs of mailing and/or shipping records.

(j) \$10.00 for each notarized signature or certified copy signature requested

(2) The Department will not charge fees for providing public records to other state agencies.

Stat. Auth.: ORS 192.440

Stats. Implemented: ORS 192.440

Hist.: DFW 34-2000, f. & cert. ef. 6-23-00